



*"We make a living by what we get. We make a
Life, by what we give".
– Unknown*

Division of Purchasing, Idaho Department of Administration
Volume 5, Issue 6

Purchasing Update

October 17, 2006

DIVISION OF PURCHASING WORKSHOP

REMINDER: The quarterly Purchasing Workshop for the Boise area is coming up next week. Anyone that has the responsibility to purchase goods or services for your agency is encouraged to attend.

Registration is not necessary to attend this workshop.

PLEASE NOTE: This workshop is being held at different times, in two (2) different locations.

Boise Purchasing Workshop

Tuesday, October 24, 2006
8:00 a.m. – 9:00 a.m.
Federal Surplus Property
3416 Bennett St.
Boise

Directions; To find them in their new location: From Broadway Exit, go north to Federal Way turn-off. Turn left at the light, onto Federal Way; go west on W Victory Road (approx ¼ mile, watch for *Gran Del Petroleum* sign on left); then left on W Victory to RR tracks; cross tracks and make immediate left on Lindsay; then south to Bennett St; and left again just before the Republic Storage gate; follow lane to Federal Surplus Property building.

Once everyone is assembled, Bruce Hutchinson and his staff will be taking us on a tour of their "new digs". Then you will be given a pass, your choice of a (new to you/used) pocket knife. Everyone needs stocking stuffer's this time of year. There's only sixty-nine (69) days left until Christmas.

Once you have received your pass you will need to drive on out to the Liquor Dispensary for the rest of the Purchasing Workshop. Donuts, Juice, Coffee, Purchasing updates, Presentations, Information and Good Conversations with fellow peers will be provided for your enjoyment.

9:15 a.m. – 12:00 p.m.
Liquor Dispensary
1349 E. Beechcraft Court.
Boise

The office/warehouse is located one (1) block South of Gowen Road, just off Eisenman Road. They are below the Water Tower/Factory Outlet Mall, North of Powerbar and the Idaho Auto Auction. From Broadway, the easiest way to get there is to get back on the Interstate and take the Gowen Road exit, turn right off the exit and move quickly over to the Eisenman Road, left turning lane. Drive approximately ¼ mile south to Beechcraft Ct. The Dispensary is the only building on Beechcraft. Parking in their parking lot is limited to maybe 20 extra spaces. You can park along either side of Eisenman or at the Outlet Mall. It is a short walk from there to the Dispensary.

NOTE: Please do not park in the truck loading or unloading area, just west of the parking lot.

Tentative Agenda

Welcome – James M. “Dyke” Nally, Superintendent, Liquor Dispensary
Administrative Updates – Jan Cox
Purchasing Announcements – Mark Little
Grainger’s Presentation – Jay Becker, WW Grainger Tools & Industrial Supplies
Liquor Dispensary Warehouse Tour – Come see all the new products for Christmas
Alternative Fuels & New Locations – Patti Best from Division of Environmental Quality (DEQ)
Questions, and Closing Comments – Mark Little

NOTE: Please pass this information on to the people that are responsible for purchasing goods within your agency. If you would like someone added to the IDPurch list so that they will receive the newsletters, please send the information to Pearl. My e mail is listed at the end of this update.

PURCHASING TIPS

For those of you new to purchasing. The following is a sample LETTER OF CONTRACT RENEWAL that we suggest you might use for contacting your Contractors. Remember to keep a tickler file for your records and send out reminders approximately three (3) months in advance. Most of the Contracts are set up through the Division of Purchasing but we occasionally miss one. Therefore, we may not send you a reminder in a timely manner so it is always best if you keep track on your end as well.

Sample (body of formal letter);

RE: BPO#00000 or Contract #; (Company) – (Commodity), (Expire Date).

Attn:

The current contract with your company for (commodity) will expire (date). (Your agency) wishes to renew the contract for an additional twelve (12) month period, as provided for in the contract. The renewal period would be from (i.e.) January 1, 2007 through December 31, 2007. This is a preliminary renewal request from (your agency). The State of Idaho, Division of Purchasing, must approve final renewal (if applicable).

Renewal action must be based on the following;

1. All contract terms and conditions remain the same as noted in the original contract.
2. All pricing remains the same as noted in the original contract.

If you agree or disagree to contract renewal, please circle Yes or No, sign this document and return it via fax to (your agency) by (date).

RENEWAL APPROVAL Yes OR No (Please circle)

Signature

Date

Name (Please Print)

Sincerely,

NIGP WORKSHOPS

The Idaho Division of Purchasing is offering purchasing training on a regular basis. To see our complete list for the upcoming months, visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training for additional information.

The next NIGP Seminar, INTRODUCTION TO PUBLIC PROCUREMENT (CEU Units 2.25) is being held on October 18 – 20, 2006. Please send an e mail to pearl.smith@adm.idaho.gov for more information. The cost is \$500.00 per person for the 3 day seminar.

The instructor for this class is Mary “JANE” Lopez, CPPO from Arvada, CO

This seminar will present an overview of public purchasing basics designed for the new state employee and any employee who is not familiar with how public purchasing differs from the private sector. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, persons who supervise purchasing activities, and employees charged with purchasing for their agency, regardless of their job title.

Remember - Seminar credits can be used for UPPCC certification and re-certification!

The next couple of scheduled NIGP workshop's are;

Legal Aspects of Public Purchasing – (CEU Units 2.25) - November 27 - 29, 2006.

Developing and Managing RFP's in the Public Sector - (CEU Units 2.25) – December 13 – 15, 2006

Both of these Seminars are for three (3) full days. The cost is \$500.00 each, per person. The deadline to register for the November seminar is November 1, 2006.

PAST NIGP SEMINAR NEWS

The Planning, Scheduling & Requirement Analysis Workshop that was held Sept. 20 – 22, 2006 – Instructed by Dick Florey. Several people asked for a copy of his slide presentation, “Strategic Planning for Purchasing” during his seminar. The slide presentation is now available on our website. Please visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to view the presentation. For those of you who missed this seminar, it was great. The instructor, Dick Florey did an outstanding job and really gave us a workout in the classroom. FYI, he will also be teaching the NIGP class scheduled for December, Developing & Managing RFP's in the Public Sector. Dick has a very unique teaching style with lots of hands on projects that require and teach the value of teamwork. Be assured that you will have fun while learning.

GOVERNOR'S BUSINESS OPPORTUNITY CONFERENCE

The 18th Annual Governor's Business Opportunity Conference presented by Idaho Commerce & Labor will be held November 2, 2006 at The Coeur d'Alene Resort in beautiful Coeur d'Alene, Idaho. If you are not familiar with this event, it is a reverse trade show where state and federal agencies and large corporations set up booths and the business community comes to see us. Approximately 200 small businesses attend the conference each year. It has become a great opportunity for small, woman owned, and disadvantaged businesses to meet one-on-one with buyers. There is no fee for buyers. The Idaho Commerce & Labor provides booth space, company sign cards, skirted tables and chairs, all at no cost. If your agency, city, county, school district, or other public entity would like to participate in this event or need more information, contact James A. Vestermark at Idaho Commerce & Labor, (208) 334-2470 or email: jim.vestermark@business.idaho.gov

The Governor's Business Opportunity Conference is Idaho's largest and most successful business development event. In the past, the conference has enabled Idaho businesses to supply over \$10 million in

goods and services to government agencies and to large corporations. With your support, they expect even greater opportunities for both buyers and sellers this year.

PEOPLE ON THE MOVE

Christopher Johnson, C.P.M. is the new Director of Contracts & Purchasing Services at the University of Idaho.

Tonya March, Financial Technician has moved to purchasing at the Department of Agriculture, replacing Dorri Lee.

Mark McClaine, Senior Buyer has moved to purchasing at the Idaho Transportation Department, replacing Bonnie Sletten.

Sandy Frazier, Contracts Program Specialist has moved to purchasing at the Idaho Transportation Department.

Jack Keller, Buyer Trainee has moved to purchasing at the Idaho Transportation Department, replacing Tracie Robbins.

Diannalyn Slonecker CPPB, Buyer has moved to purchasing at Health and Welfare, Central Office.

Mike Lamm, Storekeeper has moved to purchasing for the Idaho State School and Hospital.

Trisha Robinson, Senior Buyer has moved to purchasing at the Department of Corrections, replacing Jason Urquhart.

Jeff Guzi, Financial Specialist has moved to purchasing at the Veterans Home in Boise.

I sincerely apologize if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others. It is always helpful to know who the contacts are within the agencies.

STATEWIDE CONTRACTS UPDATES

Paper, Plastic and Cleaning Supplies has been awarded to Gem State Paper & Supply, SBPO #1256.

Plastic Bags (can liners) has been combined with SBPO #1256.

Tires have been awarded to Les Schwab, SBPO #1257. Check out the new contract for changes.

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear from you.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov